




**Department of Energy**  
**National Nuclear Security Administration**  
Washington, DC 20585

August 15, 2002

OFFICE OF THE ADMINISTRATOR

MEMORANDUM FOR: ALL NNSA EMPLOYEES

FROM: Linton F. Brooks  
Acting Administrator 

SUBJECT: Diversity – Fairness, Respect and Inclusion

As a follow-up to my recent All Hands Meeting, I want to reconfirm my commitment to the goals of fairness, respect, and inclusion in our daily work. NNSA will comply fully, in letter and spirit, with the laws and regulations governing the civil rights and equal opportunity afforded to every individual. It is my expectation that all men and women in the NNSA treat each other with respect and value the diversity of background and experience within our workforce. It is the right thing to do from a moral and legal standpoint, and it is essential to the success of our mission and the long-term health of our organization.

We have made significant forward progress in communicating the diversity vision to all employees in NNSA, and will continue to advance diversity awareness through various means. For example, we have drafted a working Implementation Plan that links our diversity goals with the NNSA Strategic Plan and identifies five significant areas of focus: racial profiling, reengineering, demographics, environment and education, and communication. The Office of Diversity Programs has prepared and submitted to the Office of Civil Rights and Diversity a Best Practices Award Application that emphasizes two successful initiatives — the Implementation Plan Concept and the establishment of the Women in Nuclear Nonproliferation Forum (through a partnership with Defense Nuclear Nonproliferation). We have partnered with the Office of Economic Impact and Diversity on several presentations for the purpose of giving all employees a better insight into the barriers of bias, unfairness, and disrespect, and how we can collectively work to achieve a safer and more respectful workplace. We have the opportunity to participate in regularly scheduled Diversity Council meetings -- open to all employees.

We had several excellent candidates for the SES-level Director of Diversity in NNSA. I have completed the interviews and am in the process of selecting that individual. The Director of this office will help guide the NNSA and advance our efforts to break down barriers that preclude every employee from doing their best and achieving their goals.

I am very proud to serve with people who are dedicated to the mission of this organization, and I am asking all of you to work with me to make trust, respect, and inclusion integral parts of our culture and environment.

